

# MINUTES OF THE BOARD OF DIRECTORS MEETING

## PORT BELLEAIR NO. 2 ASSOCIATION

March 29, 2024

### ANNUAL MEETING

**Call to Order:** Meeting was called to order at 11:05 am on Friday, March 29, 2024 at the community clubhouse.

**Chairperson:** Lynne Stenger was appointed the chairperson for the Meeting.

**Proof of Notice:** Proof of notice was mailed and posted to the bulletin board in the lobby.

**Establish Quorum:** Quorum of the Board Members was established and there were 11 proxies returned. Five (5) unit owners were in attendance and board members present were, Carolyn Kavunedus, Dave Young, Lynne Stenger, Saif Amoozegar on Zoom and Roy Gilleland on speaker phone. Also present were Andrew Guarino and Donna Raptakis on Zoom.

**Minutes of last Member's (Annual) Meeting:** Lynne Stenger read the meeting minutes from 4/10/23. Motion made by Roy Gilleland, seconded by Dave Young and all approved.

**Report of Officers:** Lynne Stenger discussed the status of the flat roof project. Three proposals have been received for the roof replacement, and additional information is still being obtained. Lynne also reported that the Milestone Phase II Draft was received March 20<sup>th</sup>, 2024 outlining building issues to be addressed. *Ray Engineering* and *Restoration Experts* have been contacted so repairs can be started. The Board received the 2024 building valuation from *Felton Property Assessment Team* (FPAT), and the information was given to our Insurance Broker.

**Election of Directors:** There were seven candidates and seven open seats. An election was not held because the number of candidates did not exceed the number of vacancies. The names listed by proclamation will be the Board of Directors for 2024. The Directors are Saif Amoozegar, Carolyn Kavunedus, Lynne Stenger, David Young, Andrew Guarino, Donna Raptakis and Wayne Smith.

#### **Unfinished Business:**

- The status of the porch repair following the truck incident is awaiting a repair bid.
- The CAC dispute involving building 4 regarding the 2024 budget and Community Agreement seems to have resolved.

## **New Business:**

### **Open Forum:**

- The future status of four air conditioners that were moved from their original placement in the mechanical closet to the roof was discussed. When the flat roof is replaced, the air conditioners will need to be removed (at the owner's expense), and future placement will be determined.
- Also addressed was the need to update owners on the correct procedures when work is done to their unit. Of special concern are plumbing & electrical work that require a permit. Unit owners can call the City of Belleair Bluffs to ensure their tradesman are registered with the city.

**Seating of the New Board:** Saif Amoozegar, Andrew Guarino, Carolyn Kavunedus, Donna Raptakis, Lynne Stenger, and Dave Young. Wayne Smith was absent.

**Adjournment:** Motion was made by Lynne Stenger and seconded by Carolyn Kavunedus to adjourn The Annual Meeting, all were in favor. The Annual Meeting was adjourned at 11:50am

# ORGANIZATIONAL MEETING

Port Belleair No.2

Community Clubhouse

March 29, 2024

**Call to Order:** Meeting was called to order at 11:55 am.

**Chairperson for the Meeting:** Lynne Stenger.

**Appointment of Officer Positions:**

Remaining in position are Lynne Stenger as President, Dave Young as Treasurer, and Carolyn Kavunedus as Secretary. The Vice President position is pending.

**Adjournment:** Lynne Stenger made the motion and Dave Young seconded to adjourn at 12:15 pm

Respectfully Submitted,

Lynne Stenger  
Port Belleai No.2 Board President  
April 1, 2024